

## **2000 ROTC ADVANCED CAMP STANDING OPERATING PROCEDURES (SOP)**

1. **PURPOSE.** This SOP contains procedures which are unique to the administration and operation of the Fort Lewis ROTC Advanced Camp and which are used to accomplish routine or recurring actions.

2. **ORGANIZATION.**

a. The SOP is divided into major sections which cover the actions within a given staff section. The sections are further divided into chapters that contain specific information.

b. The Camp Staff will update portions of this SOP during camp. All changes to this SOP must be coordinated with the Training Division prior to publication. The Chief of Training, in conjunction with the Chief of Personnel and Administration, will ensure duplication and proper distribution as changes occur. An informal memorandum will accompany the change and include instructions for posting.

3. **APPLICABILITY.** The provisions of this SOP apply to all personnel charged with the conduct and support of the ROTC Advanced Camp. We use the terms he, him or his throughout this SOP for convenience and intend them to represent both male and female soldiers.

4. **SCOPE.**

a. Procedures prescribed herein amplify and implement the requirements of the Commander, U.S. Army Cadet Command and the Commander of the ROTC Advanced Camp and incorporate certain techniques that have been proven effective through experience of previous encampments.

b. With the concurrence of the proponent staff agencies, procedures incorporated herein will be modified if necessary to meet new or existing practices or conditions.

c. Primary responsibility for the content of this SOP rests with the Training Division, Fourth Region (ROTC).

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